

**Bangor Water District  
Board of Trustees**

**Minutes of the Regular Meeting  
October 19, 2021**

The regular meeting of the Bangor Water District Board of Trustees was held at 3:45 p.m. in the Hughes Building, 614 State Street. Trustees and staff participated in person and remotely with both audio and visual available to all participants. Remote participation for the public was provided, but no one joined the meeting. Present were:

Ralph Foss  
Patty Hamilton  
John Hwalek  
Gerry Palmer  
Robert Sypitkowski  
Michael Timpson  
Dan Wellington

being more than a quorum of Trustees. Also in attendance: General Manager Moriarty, Finance Manager Silva, District Engineer Killip, and Office Manager Lobdell.

I. **Public Comment:** None.

II. **Administrative:**

**Minutes:** After discussion, the minutes of the August meeting were accepted, upon correction of a clerical error on page 2.

**Report of the Treasurer:** Finance Manager Silva reviewed both August and September financials since the September meeting was not held. She began with the investment fund indicating that while August had a sizeable loss, the investment bounced back in September and is still at a year to date gain. Next, she discussed the Budget Report touching on several noteworthy items impacting the bottom line. Most noteworthy were items impacting O&M expenses, including the overage in salaries and wages in September due to the overlap of the Office Manager position. Silva added that year to date this overage would be offset by savings from open positions, Also noteworthy was the health insurance expense which she stated is lower than budget as well due to the open positions. Silva ended by reviewing the District's current and projected year end cash balances. After questions and discussion, the Treasurer's Report was accepted as presented.

**Progress Report:** After questions, accepted as presented.

**Reports of the Personnel Committee:** Committee chair Sypitkowski indicated the committee is working to finalize the General Manager contract and expects to bring it to the Trustees in November.

III. **Old Business:**

**Engineer's Report:** Killip updated the Board on

- **BIA pressure zone expansion project** – The water main plans and specifications are at 95% and will be ready for bid this Fall. The pump station plans are at 80%. Additionally, the 3D rendering and standpipe site plan are ready for City review. These components will be ready for bid this Winter.
- **Ozone project upgrade** – A pre-construction meeting is scheduled for October 20<sup>th</sup>, with a project start date of November 1<sup>st</sup>. Substantial completion is expected in 90 days.

- **Butler plant power line upgrade** – We received all of the equipment, and the poles are staked out. Currently, holes are being drilled and poles are being set.
- **Thomas Hill flagpole project** – Repair is set to begin. The contractor will erect staging around the flagpole, and antennas will be relocated to outside of construction staging. We are expecting two weeks for repair and staging removal.

**Workforce update:** Moriarty informed the Board about personnel changes in the Engineering department: Killip will be off for 2 weeks in November following the birth of his child, our Inspector will be deployed beginning late November, and our GIS Tech is moving out of state in December. Our new Assistant Engineer, Noah Bussiere, started on 10/13/2021. Moriarty also discussed changes in our Office Manager position and in the Construction department as well as the overall tenure of District staff. Additionally, she informed the Board about employees impacted by a recent COVID case as well as the protocols followed.

**Board appointment process:** Two terms are expiring in December: Patty Hamilton has been reappointed; Dan Wellington did not reapply. Josh Saucier has been appointed for the term beginning January 2022.

**Wage compensation study:** Moriarty summarized the findings of the October 14<sup>th</sup> Board workshop on the Wage Compensation Study. She summarized the Salary Administration policy that provides guidelines for administering pay, hiring and salary increases effective January 1<sup>st</sup>. After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the Salary Administration policy as presented.  
(All Trustees present were visible during voting.)

Moriarty reviewed the wage scales recommended by the consultant at the October 14<sup>th</sup> workshop and recommended to implement the proposed wage scales for both exempt and nonexempt employees effective 1/1/2022 and adjusted by 2022 COLA. After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the wage scales as presented.  
(All Trustees present were visible during voting.)

#### **IV. New Business:**

**BIA tank cleaning:** Moriarty outlined the events of 9/21/2021 in which an employee collapsed and died while cleaning the inside of the BIA standpipe. An extensive investigation followed both internally and by the Maine Bureau of Labor. Moriarty will share additional information with the Board once it is available.

**2022 Calendar:** Moriarty noted we have added Thomas Hill standpipe tours and the federal and state Juneteenth holiday to the 2022 calendar. After discussion, it was upon motion being made and duly seconded, unanimously VOTED: to approve the recommendation to accept the calendar as presented.  
(All Trustees present were visible during voting.)

**Nitrification control:** Moriarty explained the nitrification process and its' effect on water quality. She outlined the control strategies used by Bangor Water including monitoring, testing and boosted chloramination at standpipes to increase disinfection residuals.

**MainePERS retirement legislative changes:** Silva informed the Trustees of a new optional provision effective 10/18/2021 allowing current employees who did not elect participation in MainePERS at their time of hire, and new employees who do not wish to join MainePERS at their

time of hire, an opportunity to join MainePERS on a prospective basis. Silva discussed the rules of the new provision in detail and recommended that the Trustees adopt the new provision.

After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to approve the recommendation to adopt the provision as outlined.

(All Trustees present were visible during voting.)

**2021 and 2022 SRF project applications:** Moriarty stated that the Maine Drinking Water Program notified the District on October 15, 2021 that the project for the construction phase of the BIA Expanded Pressure Zone project was awarded \$5M through the State Revolving Fund (SRF). This award also included a grant of \$1,500,000 and a current interest rate of 1.85% for a 20-year loan. Interest rates for SRF loans are typically 2% lower than those offered through the Maine Bond Bank. This would result in approximately \$1,136,000 savings in interest. Moriarty also stated that Bangor Water completed a 2022 SRF application on October 1<sup>st</sup> for the second half of the project funding. Moriarty recommended we commit to acceptance of the 2021 SRF funding for the BIA expanded pressure zone construction project.

After discussion, it was upon motion being made and duly seconded, unanimously

VOTED: to approve the recommendation as presented.

(All Trustees present were visible during voting.)

**Board package correspondence:** as attached.

**Executive Session:** It was upon motion, being made and duly seconded, unanimously

VOTED: to adjourn to executive session at 5:23pm for discussion of a personnel matter, and then to return to open session.

(All Trustees present were visible during voting.)

**Other business:** Upon return to open session and hearing no further business to come before the meeting, it was upon motion, being made and duly seconded, unanimously

VOTED: to adjourn at 5:33 p.m.

(All Trustees present were visible during voting.)

Ralph Foss

Dan Wellington, clerk

Patty Hamilton

John Hwalek

Gerry Palmer

Robert Sypitkowski

Michael Timpson